



Editing Overtime for an Unscheduled Absence

Overtime Ineligibility

Excess hours (overtime) worked by an employee that is followed on the next day by an **unscheduled absence** should be compensated at the employee’s regular rate of pay (straight time rate) for up to the number of hours of the unscheduled absence.

Identifying Ineligible Overtime and Performing a Pay Code Move

Navigation: Manage My Department > Genies Widget > Genie Selector > Pay Period Close

1. Select the **_Unschd Leave with OT Hyperfind**.
2. Click **Select All Rows** from the **Action Bar**, then select the **GoTo Control > Timecards**.
3. View each timecard to determine if excess (overtime) hours worked were followed by an unscheduled absence on the next day. Perform a Pay Code move for all instances.
 - a. In the timecard grid, select the **day** containing Overtime.
 - b. In the Totals & Schedules timecard tab, change the view from **All** to **Daily**.

Account	Pay Code	Amount
ABS 85-1990/ABS 85-1911-/-/8500001/-	OT at 1.5 - Overtime	2.0
ABS 85-1990/ABS 85-1911-/-/8500001/-	Regular	72.0

- c. In the Totals & Schedules timecard tab, **right-click** the **Overtime hours**, then select **Move** from the Contextual Callout.

Totals Actions

Date: 4/10/2023

Pay Code: OT at 1.5 - Overtime

Account: ABS 85-1990/ABS 85-1911-/-/8500001/-

Amount: 2.0



Move Amount

- d. In the Move Amount window, enter the following:
 - i. Ensure the **Effective Date** is the date the **Overtime occurred**.
 - ii. Select the applicable **Pay Code** (see the Pay Code Move Matrix, pg 3)
 - iii. Enter the number of **Overtime Hours** in the Amount field.
 - iv. Select **OK**.

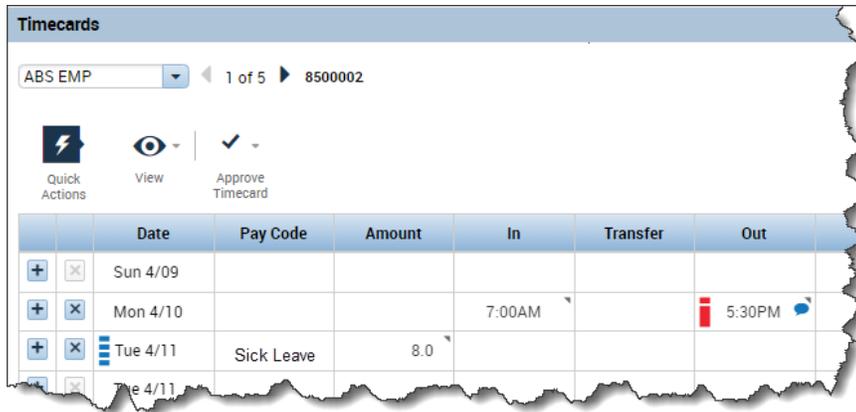
- e. Select **Save** from the **Action Bar**.
- f. Verify the information in the **Totals timecard tab**.

Adding a Comment

It is a **Best Practice** to add a comment to the employee's timecard when Excess (Overtime) hours are moved, rather than attach a comment to the moved amount, so it is clearly visible to all.

1. In the Employee's timecard, right-click the **Out cell** where Excess (Overtime) hours were worked.
2. In the Contextual Callout, click **Comments**.

3. In the Comment window, click the Select **Comment drop-down** and select **Unsched Lv Used – OT Paid at Straight Time**.
4. Click **OK**.
5. Select **Save** from the **Action Bar**.



The comment icon now displays in the date cell of the timecard and can be viewed by right-clicking the comment indicator. Comments are also visible within the Audits Timecard Tab.

Note: In v 8.1 there isn't a Move Amount timecard tab.

Pay Code Move Matrix

Reference the Pay Code Move Matrix (below) to determine the correct Pay Code to move from/to. The form of payment, Overtime Pay or Compensatory Leave, may be changed if needed within the Pay Code Move.

Overtime Pay Code Paid at Time and a Half (1 ½)	Move To	Overtime Pay Code Paid at Straight Time (1.0)
OT at 1.5 - Overtime	→	OT at 1.0 - Overtime
OT at 1.5 36 HR Week	→	OT at 1.0 – Overtime
OT at 1.5 44 HRWeek	→	OT at 1.0 – Overtime
OT at 1.5 on Unscheduled Day	→	OT at 1.0 – Overtime
CL3 – Comp Lv Earned – 1 hr EQ 1.5	→	CL2 – Comp Lv Earned – 1 hr EQ 1.0
CLE – 1.5 35 HR Week	→	CL2 – Comp Lv Earned – 1 hr EQ 1.0
CLE – 1.5 44 HR Week	→	CL2 – Comp Lv Earned – 1 hr EQ 1.0
CLE – 1.5 Unscheduled	→	CL2 – Comp Lv Earned – 1 hr EQ 1.0